

URBAN SYSTEMS

ENGINEERING AND RELATED SERVICES

MARCH 5, 2010

STATE PROJECT NO. 700-59-0010

FEDERAL AID PROJECT NO. DE-5906(501)

REHABILITATION OF STREET ROUTES IN BOGALUSA

WASHINGTON PARISH

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant will be selected for this Contract. No Sub-Consultants will be allowed.

Project Manager – (DOTD) Mr. Chad Winchester
(City) Mr. James Hall

All inquiries concerning this advertisement should be sent in writing to Edward.Wedge@LA.gov.

PROJECT DESCRIPTION

This is an Urban Systems project. The Contract will be between the Consultant and the City of Bogalusa, hereinafter referred to as the "City. It will be monitored by the City, DOTD and the Federal Highway Administration (FHWA).

The Consultant will perform engineering and related services to prepare pavement preservation plans for the Rehabilitation of Street Routes in Bogalusa, in Washington Parish. The project is separated into three construction projects as follows:

City Limits Road Rehab from Washington Street to LA 21, approximately 4800 feet in length.

Martin Luther King Drive/East 2nd Street Rehab from Willis Avenue to LA 21, approximately 1800 feet in length.

East 6th Street Rehab from LA 21 to Avenue U, approximately 1000 feet in length. This project will also include the construction of a new right turn lane from LA 21 southbound to East 6th Street.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 3: Design

Part I: Surveying Services

(a) Topographic Survey

Part III: Preliminary Plans

Part IV: Final Plans

The proposed scope of each of the projects is to mill off the existing asphalt pavement, cut soil cement and provide a new asphalt surface. The scope will also include the installation ADA compliant ramps and patching of existing concrete pavement where needed. Roadway widths and elevations will remain unchanged with the exception of the new turn lane on LA 21.

The Consultant will provide the following services, as required:

Stage 3: Design

Part I: Surveying Services, (a): Topographic Survey

The Consultant will perform all services required to make a complete topographic survey, in English units of measure, as required for the proper design and layout of the project. The DOTD requirements which will govern this survey are specified in the current edition of the DOTD Location and Survey Manual. Deviations to the manual must be approved by the District Project Manager. Vertical control is not anticipated. The survey will include, but is not limited to, one or more of the following:

1. Station the project centerline every 100'. Paint stations on paved shoulder, or where no paved shoulder exists, paint stations on travel lanes outside of apparent wheel paths.
2. Station reference points along the project in the event the painted centerline stations fade.
3. Station and inspect all drainage structures. Note condition, cover, size, type, thickness, and length.
4. Cross-section the roadway at a minimum of every 1000' but not less than 3 representative sections. Cross sections to extend from back of sidewalk to back of sidewalk, or a minimum of 5' from the edge of the pavement or back of the curb. Cross-section the roadway at the PC, PT and apex of curves to determine superelevation rates, and at visible changes in cross slopes. Station and cross section intersecting roads or driveways within curve and note radii, if applicable.
5. Station and measure travel lanes and shoulder widths at transition points or changes in material type. Station and measure turn lanes, acceleration and deceleration lanes, and parking lanes.

6. Determine the degree of curves, note directions, and locate the stations of the observed PCs and PTs.
7. Station and describe with approximate quantities, the type of striping, symbols, school crossings, railroad crossings, turn arrows, legends, and posted speed limit signs.
8. Count all driveways. Note type of material, whether residential or commercial. Measure the width of concrete driveways at or near the edge of the shoulder. Measure the width of asphaltic driveways at a point approximately 8' from the near edge of the travel lane.
9. Measure the area to be overlaid on city street turnouts. Survey for un-signalized intersections shall extend 5' beyond return P.C. and 50' down the cross streets for signalized intersections.
10. Station any exceptions to the overlay areas.
11. Station and offset all manholes, water valves, gas valves, and any other utilities visible at the surface and within 5' of the edge of pavement or back of curb.
12. Provide utility locations within limits of construction.
13. Station and measure the depth of any rutting. Station and measure any areas needing to be patched.
14. Station and measure the size of existing roadway patches.
15. Note any existing loop detectors and locate by cross road names.
16. Station and provide offset and description of any appurtenances (buildings, shrubs, planting beds, historical markers, statues, benches, etc.) within 5' of the edge of the pavement or back of curb which are visible at the surface.

Part III: Preliminary Plans

Preliminary plans will consist of all engineering services required for the completion of preliminary plans and initial cost estimates for the project. Schedule for completion will conform to the contract time specified herein.

The services performed under this Part consist of the following:

1. Assembly and study of existing data. As-Built plans, improvement studies, boring information, traffic data, and field reconnaissance. A copy of the relevant information used for plan development is to be sent to the Project Manager and City Project Manager with the preliminary plan submittal.
2. The design and preparation of preliminary plans will be in accordance with the requirements outlined in the latest AASHTO Standard Specifications for Highways and Bridges and in the current editions of DOTD's Roadway Plan Preparation Manual, Bridge Design Manual, Hydraulics Manual, Pavement Preservation Program Standard Operating Procedures, and in accordance with the District and City Project and Program Managers.
3. The plan submittals are as follows:
 - a. One set of preliminary plans (8 ½ " X 11") to the Environmental Section and Pavement Design Section. The Consultant will be responsible for providing information to the DOTD/City to be used in the Environmental

Clearance process. This information will include, but not be limited to, drawings required to obtain permits.

- b. One set of letter size 8 ½ “ X 11” plans, needed for site inspection, will be submitted to the Project Manager and the City Project Manager for review. The Consultant will be required to correct the plans, if applicable, and distribute copies to the appropriate DOTD/City personnel as directed by the Project Manager prior to scheduling the site inspection. The Consultant will coordinate the site inspection with the Project Manager and appropriate DOTD/City staff. After completion of site inspection and incorporation of comments into the plans, the Consultant will then submit one copy of the plans to the Project Manager and City Project Manager. The revised plans are to be dated and stamped “Preliminary”. Following review of the preliminary plans, the Consultant will incorporate the comments accordingly.
4. Specifications for the project will be in accordance with the latest edition of Louisiana Standard Specifications for Roads and Bridges, and with the current practices of the DOTD.
5. Preparation of Design Report/Design Exception Report and other pertinent documents.
6. Preparation of initial cost estimates based on the preliminary plans.
7. Preparation of all special provisions, specialty item descriptions, and details for the project.
8. The design standards for this improvement will comply with the criteria prescribed in 23 CFR 625, Design Standards for Highways and current DOTD Design Guidelines for Preservation Projects, as applicable. The plans will conform to the standards used by the DOTD in the preparation of its contract plans for items of work of similar character.
9. Design of preliminary plans will be done in English units of measurement.
10. Minimum plan requirements will be in accordance with Attachment A.

Part IV: Final Plans

Final plans will consist of all services required for the completion of final plans, specifications and cost estimate for the project. The final plan phase will be initiated following completion of the preliminary plans.

The services to be performed under this Part consist of the following:

1. Design and preparation of completed detailed final plans will be in accordance with requirements as listed in Part II. The final plans are to include detailed final drawings for specialty items, layouts, utility locations, if applicable, or any other special details.
2. Preparation and submittal of construction cost estimates based on the final plans.
3. Written justification of estimated costs following the construction bid if estimate is not in conformance with actual bid costs.

4. Distribution of the final plans for review, as directed by the Project Manager. Disposition of preliminary plan review comments to the Project Manager.
5. Submittal of the completed Pavement Preservation Constructability/Biddability Review document to the Project Manager.
6. After reviews have been received and comments incorporated, final plans will be stamped and signed. A copy of the plans will be sent to the Project Manager along with copies of any comments received from the review.
7. Submittal of stamped, signed final plans to the Project Manager. The plans are to be accompanied by a CD containing PDF's of the plan sheets and CAD files in .dgn format. The CD will be properly indexed, neatly arranged and contain a copy of all design computations used in developing the pay quantities and the drainage design data for culverts and storm sewers, as applicable. The submittal will be accompanied by a written certification from the Consultant that a detailed check of such computations by qualified personnel has been made prior to submission. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository. More information may be found on the website:
http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp
8. Plan sheets will be letter size, 8 ½ x 11 ½ inches. Top, bottom, and right hand margins will be at least ¼ inch, and left hand margins will be at least ¾ inch.
9. All plans submitted by the Consultant will conform to the quality standards adopted by the DOTD and the DOTD's Chief Engineer may reject any plans not conforming to these standards.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual

15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a non-negotiated fixed fee of **\$6,673**, with a maximum compensation limitation of **\$51,155**.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide09-10.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the City. The overall contract time to complete this project is estimated to be **150 calendar days**.

The delivery schedule is as follows, however may be changed by the DOTD Project Manager:

Stage 3: Part I(a) = NTP + 20 days

Stage 3: Part III

Environmental & Geotechnical Submittal = NTP + 25 days

Pre-Site Inspection Submittal = NTP + 35 days

Site Inspection Submittal and Site Inspection = NTP + 50 days

Final Preliminary Plan Submittal = NTP + 60 days

Stage 3: Part IV

Preliminary Final Plan Submittal = NTP + 70 days

Final Plan Submittal = NTP + 80 days

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana.

3. In addition to the above, the Prime Consultant must also employ on a full time basis a minimum of one Professional Civil Engineer, registered in the State of Louisiana with a minimum of five years experience in preparation of highway roadway plans.
4. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Professional Land Surveyor registered in the State of Louisiana, with at least five years experience in conducting topographic and property surveys, and preparing right-of-way maps for DOTD, and a corresponding support staff.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with “DOTD Software and Deliverable Standards for Electronic Plans” as outlined at http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp. The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

State Project Number

“Final Plans Submittal”, “60% ACP Submittal” (or other milestone)

“Electronic Deliverables”

Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable “hash” code that is documented in a report generated by the ControlCAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables in conformance with DOTD electronic standards for plans.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 6;

** The Road Design Urban (RU) performance rating will be used for this project.

Complexity Level: moderate

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Edward R. Wedge – Ex officio
2. Chad Winchester – Project Manager
3. Simone Ardoin
4. Brent Waguespack
5. David Smith
6. Fred Borne

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the notice of selection as shown on the DOTD website. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **700-59-0010**, and will be submitted **prior to 3:00 p.m. CST on Monday, March 22, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Edward R. Wedge, III, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438
Baton Rouge, Louisiana 70804-9245
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.